

Memorandum

To: State Agency Executive Directors,
Agency Purchasing Agents
Agency Finance Directors
Agency Accounting Directors
Agency IT Directors

From: David Litchliter 

Date: December 15, 2009

Re: Changes to Technology Project Approvals in SAAS

To facilitate the upload of technology contracts in compliance with the Mississippi Accountability and Transparency Act of 2008 (MATA) and the American Recovery and Reinvestment Act of 2009 (Stimulus), DFA requested that ITS make changes to the manner in which ITS Acquisition Approvals ("CP-1s") are uploaded to the Statewide Automated Accounting System (SAAS).

Under the current process, the initial acquisition approval (CP-1) issued by ITS creates the applicable SAAS table entries to allow agencies to encumber funds and make payments for a technology project. The ITS CP-1 number is used as the SAAS contract number. For each revision to the acquisition approval during the life of the project (e.g. adding money, extending the expiration, changing vendor name), the current process creates new SAAS table entries, with a new "contract number" that corresponds to the new CP-1 number.

Once ITS implements the changes requested by DFA, technology acquisition approvals will be managed in SAAS as a single contract throughout the life of a technology project. The initial acquisition approval (CP-1) will create the applicable SAAS table entries, as before. However, the initial upload will create a SAAS contract number beginning with "IT" rather than using the CP-1 number as the contract number. ITS will then **update** rather than replace the SAAS records to reflect increases in dollars, vendor changes, data extensions, and other project changes. The contract number will remain the same throughout the life of the project.

ITS will continue to issue CP-1 Acquisition Approval documents to the customer for both initial approvals and modifications to technology projects. Both the CP-1 number and the Contract Number will be printed on the CP-1 for our customers' reference.

Please note that, as soon as this change is implemented, your purchasing staff should reference the Contract Number, not the CP-1 number, in all purchasing/payment transactions for new technology approvals. DFA will grandfather the continued use of any old format CP-1s currently in SAAS, until the CP-1 expires or is replaced.

We are in the final rounds of testing and training for these revisions. While we don't yet have a firm implementation date, we hope to begin the new process January 1, 2010. We will provide an update as soon as we know for certain when this change will take place.

If you have questions or concerns, please contact the ITS Procurement Help Desk, 601-576-HELP. ITS' assessment is that this change will simplify the management of contract expenditures throughout the life of a contract by maintaining all information as a single SAAS contract.

ATTACHMENT: Details for IT and Purchasing Staff

Attachment: Details of Changes for IT and Purchasing Staff

Notes to IT Staff:

- ITS will continue to issue CP-1 Acquisition Approval documents in the same format as you currently receive. The CP-1 will show the details of the initial acquisition or of the revision.
- Your receipt of a CP-1 from ITS will indicate that any contract documents have been executed and that your approval from ITS (initial or revised) has been uploaded to SAAS.
- The CP-1 will contain both a CP-1 number and a Contract Number. The Contract Number will be in the format "IT" + yyyy + nnnn, where yyyy = the 4-digit fiscal year and nnnn is a unique sequence number.
- The CP-1 number will no longer be uploaded to SAAS. You can use the CP-1 number to reference a particular approval or revision of a contract when working with ITS. You will use the Contract Number for any SAAS transactions and when referencing the project to your purchasing staff.

Notes to Purchasing Staff:

- Once the changes are implemented, there will be a single contract number in SAAS for technology contracts for the life of the project.
- The new contract numbers will begin with "IT." (Old format CP-1s have contract numbers that begin with "C." You can still use these CP-1s until they expire or are replaced.)
- The initial CP-1 issued by ITS for a technology contract will create the PASM, PASC, PAVC, and SCTT table entries for the approval.
- If there is a physical contract document executed for the purchase, the SCTT "transp-flag" (transparency flag) will be set to "N" when the CP-1 approval is uploaded, indicating that the purchasing agency must upload the executed contract to the Award/Contract Interface at <https://merlin.state.ms.us/Stimulus/AwardsContracts.nsf/Home?OpenPage> before the approval can be used.
- Instead of creating a PASM record per CP-1 as was done in the past, with a new SAAS Contract Number each time a CP-1 was uploaded, ITS will **update**, rather than replace, the PASM record (and related SAAS tables) to reflect increases in dollar amount approved, vendor changes, date extensions, and other project changes, thereby retaining the same contract number in SAAS.
- A contract revision will reset the SCTT "transp-flag" to "N" if and only if there is revised contract paperwork to be uploaded.
- The CP-1 upload to SAAS by ITS will be the MATA/Stimulus "contract entry point" for IT services and equipment approved by ITS.
- The ITS approval process and CP-1 upload **will not upload the contract information or contract documents** but will set or reset the transparency flag in SAAS if a contract or contract amendment is executed. Each agency is responsible for the entry of required contract information and the uploading the actual contract documents via the DFA Award/Contract Interface, prior to encumbering funds or issuing a purchase order.
- IT services contracts under ITS purview will NOT be processed through SPAHRS but through SAAS as described above.